



**1st Annual Conference  
Supervisory Tips, Techniques  
and Take-Aways**

*Agenda*

*State Human Resources Division Conference  
October 6th and 7th, 2010, Red Lion Colonial, Helena, MT.*

**Wednesday, October 6**

- |               |  |
|---------------|--|
| 7:00 – 8:00   | Registration and Continental Breakfast   |
| 8:00 – 8:10   | Welcome  |
| 8:10 – 10:00  | <b>Live Mock Arbitration &amp; Discussion</b><br>State Office of Labor Relations & Company   |
| 10:00 – 10:30 | Break  |
| 10:30 – 12:00 | <b>Reasonable Accommodation &amp; Interactive Dialog</b><br>Kathe Kountz & Marieke Beck, Human Rights Bureau                             |
| 12:00 – 1:00  | Lunch  |
| 1:00 – 2:30   | <b>So, you want your day in court, or do you?</b><br>David Stiteler, Arbitrator & Andy Hall, Federal Mediation and Conciliation Services |
| 2:30 – 3:00   | Break  |
| 3:30 – 5:00   | <b>So, you want your day in court, or do you? (Continued)</b>  |
| 5:30 – 7:30   | <b>Reception at Exploration Works</b><br>Hors d'oeuvres & music by John Moore & Friends  |

## Thursday, October 7

- |               |  |
|---------------|--|
| 7:00 – 8:00   | Continental Breakfast  |
| 8:00 – 9:30   | <b>Personal Accountability &amp; Crucial Conversations</b><br>Wendy Samson, FutureSync, Intl   |
| 9:30 – 10:00  | Break  |
| 10:00 – 11:30 | <b>Personal Accountability &amp; Crucial Conversations (Continued)</b>   |
| 11:30 – 12:30 | Lunch  |
| 12:30 – 2:00  | <b>The Paper Trail: How &amp; When to Document</b><br>John Moore, Professional Development Center  |
| 2:00 – 2:30   | Break  |
| 2:30 – 4:30   | <b>More Myth Busting: Supervision Best Practices Panel</b><br>Paula Stoll, State Human Resources Division; Tammy LaVigne,<br>Labor & Industry; Jennifer Jensen, Transportation; Tom Livers,<br>Environmental Quality; and Mike Tooley, Justice |
| 4:30 – 5:00   | <b>Live Mock Arbitration</b><br>State Office of Labor Relations  |